



COUNTY OF LOS ANGELES DEPARTMENT OF CONSUMER AFFAIRS

Members of the Board

Gloria Molina
Yvonne B. Burke
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich

"To Enrich Lives Through Effective and Caring Service"

Pastor Herrera, Jr.
Director

June 19, 2006

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: Pastor Herrera, Jr.
Director

A handwritten signature in black ink, appearing to read "Pastor Herrera, Jr.", is written over the "From:" line.

Subject: **ADVANCE NOTIFICATION OF INTENT TO ENTER INTO SOLE
SOURCE NEGOTIATIONS WITH NEIGHBORHOOD LEGAL SERVICES
TO OPERATE AND MANAGE THE SELF-HELP LEGAL ACCESS
CENTER (SHLAC) PROGRAM**

This memo is to notify your Board that my Department intends to enter into sole source negotiations with Neighborhood Legal Services (NLS) for continuation of the Self-Help Legal Access Center (SHLAC) program. When we have completed contract negotiations with NLS, the agreement will be submitted to your Board for approval.

In May 2006, the Department of Consumer Affairs released a Request for Information (RFI) to determine if other interested bidders existed to operate and manage the Self-Help Legal Access Centers. NLS was the only organization that submitted a response to the RFI stating they were interested in operating and managing the Self-Help Centers. Since no other vendors are interested in operating this program, the Department intends to begin sole source negotiations with NLS to develop a new contract.

BACKGROUND

NLS has been operating the SHLAC as a pilot program for the last six years. NLS was selected as the self-help service provider through an RFP process in 2000. The Self-Help Centers provide assistance to unrepresented litigants in the areas of family law, housing law, and selected civil cases. The Self-Help Centers are staffed by lawyers, paralegals, and volunteers that assist litigants complete court forms and prepare for court. Over 43,000 litigants received assistance at the Self-Help Centers in 2005. That number is expected to increase to over 50,000 in 2006.

If your Board does not raise objections, we will begin sole source negotiations with Neighborhood Legal Services in two weeks.

If you have questions about this program or the sole source agreement that we wish to pursue, please contact me or Tim Bissell, Chief Deputy Director at (213) 974-9774.

PH:KS
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c: David Janssen, CAO
 Judy Hammond, CAO
 Each Chief Deputy
 Each DCA Board Liaison
 Each Board Justice Deputy